

COURT ADMINISTRATIVE CLERK

DEFINITION

Under general supervision, prepares a variety of documents, forms, records, and correspondence; provides information to other court staff and the general public regarding administrative support functions and procedures in conformance with prescribed laws, regulations, and policies; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is used within administrative work units to perform a variety of general clerical tasks. The Court Services Clerk classes are used to accept and process legal documents within Court operational units.

ESSENTIAL FUNCTIONS

1. Provides general and program information to the public, employees and officials; directs callers or visitors to appropriate departments; schedules appointments; sorts and routes incoming and outgoing mail.
2. Prepares documents, reports and correspondence determining proper format; proofs documents for correct grammar, spelling, and punctuation; prints and distributes documents.
3. Maintains files, records, logs, databases, inventories and filing systems; updates a variety of charts, schedules, and manuals; compiles statistics for internal staff purposes and Judicial Council reports regarding staffing and caseload.
4. Assists accounting unit by processing Court Reporter and Interpreter billings; assists with processing investigator and medical claims; files documents and records related to accounts payable and payroll.
5. Assists secretarial and administrative staff with general clerical tasks; assembles agenda packets and materials for committee meetings; distributes faxes; answers phone; copies and scans documents.
6. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

One year of clerical experience that included providing customer service in person or via telephone and the preparation, creation, and maintenance of confidential records and databases or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of

English grammar, spelling, filing and arithmetic; modern office methods, procedures, terms, and equipment; official document formats; principles of office and records management; standard business computer programs.

Ability to

Maintain confidentiality; communicate effectively both orally and in writing; read, interpret and understand procedures; edit documents for inconsistencies in spelling, punctuation, and grammar; codify and index official documents; operate a 10-key adding machine; type at a rate of 35 wpm; use a computer terminal and a personal computer; maintain complex filing systems in accordance with law and standard practice; make arithmetic computations; establish and maintain effective working relationships with superiors, peers, subordinates and the general public.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00